4402

BILL NO. S-79-02-39

SPECIAL ORDINANCE NO. S-49-79

AN ORDINANCE approving a blanket purchase order - City Utilities Purchase Order No. B-0881 for uniform rental for the Street Department and City Utilities Personnel.

NOW THEREFORE BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That the blanket purchase order - City Utilities Purchase Order No. B-0881, dated February 9, 1979, between the City of Fort Wayne, by and through the City Utilities Purchasing Agent and the Board of Public Works and Mechanics Laundry & Supply Inc., for:

Uniform rental from April 1, 1979 to March 31, 1980, for the Street Department and City Utilities Personnel, as requested by the General Superintendent of City Utilities,

all as more particularly set forth in said purchase order, which is on file in the Office of the Department of Purchasing and is by reference incorporated herein and made a part hereof, be and the same is in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

Councilman

APPROVED AS TO FORM AND LEGALITY,

CITY ATTORNEY

Read the first time in full and on motion by _____, seconded by Burns, and duly adopted, read the second time by title and referred to the Committee on City Utilities (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on _____, the _____ day of _____, 19__, at _____ o'clock _____ M., E.S.T.

DATE: 2-27-79

Charles W. Westerman
CITY CLERK

Read the third time in full and on motion by Burns, seconded by Stier, and duly adopted, placed on its passage.

PASSED (LOST) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	6	0		3	
BURNS	X				
HINGA				X	
HUNTER	X				
MOSES	X				
NUCKOLS				X	
SCHMIDT, D.				X	
SCHMIDT, V.	X				
STIER	X				
TALARICO	X				

DATE: 3-13-79

Charles W. Westerman
CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ZONING MAP) (GENERAL) (ANNEXATION) (SPECIAL) (APPROPRIATION) ORDINANCE (RESOLUTION) No. R-49-79 on the 13th day of March, 19 79.

ATTEST: (SEAL)

Charles W. Westerman
CITY CLERK

Winfield C. Moses Jr.
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 14th day of March, 19 79 at the hour of 11:30 o'clock A. M., E.S.T.

Charles W. Westerman
CITY CLERK

Approved and signed by me this 19th day of March, 19 79 at the hour of 11 o'clock A. M., E.S.T.

Robert E. Armstrong
MAYOR

Mr. Stanzack

Bill No. S-79-02-39

REPORT OF THE COMMITTEE ON CITY UTILITIES

We, your Committee on City Utilities to whom was referred an Ordinance

Approving a blanket purchase order - City Utilities Purchase Order No. B-0881 for uniform rental for the Street Department and City Utilities Personnel

have had said Ordinance under consideration and beg leave to report back to the Common Council that said Ordinance DO PASS.

PAUL M. BURNS - CHAIRMAN

SAMUEL J. TALARICO - VICE CHAIRMAN — Samuel J. Talarico

VIVIAN G. SCHMIDT — Vivian G. Schmidt

DONALD J. SCHMIDT

JAMES S. STIER

3-12-79 CONSIDERED IN
DATE CHARLES W. [illegible], CITY CLERK

Memorandum

To H. P. Wehrenberg, Board of Works Date February 9, 1979

From Ruth Winget, Purchasing Department

Subject Bid Reference #512, Rental of Uniforms

C

COPIES TO:

E. A. Stanczak

Herewith are bid documents (Bid Ref. #512) relating to Purchase Order No. B-0881 which is prepared favoring Mechanics Laundry and Supply Inc. for Rental of Uniforms for General Superintendent, City Utilities for 4/1/79 thru 3/31/80.

The attached 2/9/79 memorandum endorsed by the General Superintendent, City Utilities explains the reason for favoring Mechanics Laundry and Supply Inc..

Attached are the following documents in support of the recommendation for acceptance of Mechanics Laundry and Supply Inc.

1. Copy of tab sheet.
2. Copy of vendor's bids.
3. Purchase Order No. B-0881.
4. Copy of Bid Mailing List.
%. Copy of General Superintendent, City Utilities memorandum.

It is urged that in referring this bid to the City Council for enactment of an ordinance, that all of the attached items, together with this memorandum (or copies), be included with the proposed ordinance.

Please make sure that no confirming Purchase Order Number is given to Mechanics Laundry and Supply Inc. until evidence of Council approval is furnished to the Purchasing Department.

R. A. Winget
R. A. Winget

Approved: James R. Snyder
James R. Snyder

NOTED
☐ H.P.W.
☐ E.H.L.
☐ M.C.S.
Date

BOARD OF PUBLIC WORKS
RECEIVED
FEB 12 1979

67-46-9 2/15/79

Tabulation of Bid

Bid Reference No.: 512

Closing Date February 6, 1979

Gen'l Supt. C-U & Street Dept.

	BASE BID "A" UNIFORM RENTAL		BASE BID "B" UNIFORM RENTAL		
American Crown Linen & Coverall	Unit Cost:	$	Unit Cost:	$	
	Total Cost:	$	Total Cost:	$	
	Addn./Delet:	$	Addn/Delet:	$	
Cover-All Rental Service	Unit Cost:	$	Unit Cost:	$	
	Total Cost:	$	Total Cost:	$	
	Addn/Delet:	$	Addn/Delet:	$	
Means Service Center	(50) wks:	26,400.00	(50) wks:	51,150.00	TL (50) wks: #77,550.00
Afd. O.K. a/a attached Bond	Unit Cost:	$ 6.60/ea.	Unit Cost:	$ 6.60/ea.	#1,551.00/wkly.
	Total Cost:	$ 528.00/wk.	Total Cost:	$ 1,023.00/wk.	
	Addn/Delet:	$ N/C	Addn/Delet:	$ N/C	
Mid-West Towel	(50) wks:	15,000.00	(50) wks:	29,062.50	TL (50) wks: #44,062.50
Afd. O.K. a/a attached Bond	Unit Cost:	$ 3.75/ea	Unit Cost:	$ 3.75/ea.	#881.25/wkly.
	Total Cost:	$ 300.00/wk.	Total Cost:	$ 581.25/wk.	New Employees: 30 Days at the #8.75
	Addn/Delet:	$ 1.25/per uniform	Addn/Delet:	$ 1.25/per uniform	
	Step Charge #1.00		Step Charge #1.00		
Mechanics Laundry	(50) wks:	11,280.00	(50) wks:	21,8551.00	TL (50) wks: #33,135.00
Afd. O.K. a/a attached Bond	Unit Cost:	$ 2.82/ea.	Unit Cost:	$ 2.82/ea.	#662.70/wkly.
	Total Cost:	$ 225.60/wk.	Total Cost:	$ 437.10/wk.	Loss Charge: Shirts #7.83/ea Pants #6.25/
	Addn/Delet:	$ N/C	Addn/Delet:	$ N/C	
Van Dyne Crotty, Inc.	Unit Cost:	$	Unit Cost:	$	
No Bid	Total Cost:	$	Total Cost:	$	
	Addn/Delet:	$	Addn/Delet:	$	
Chas Todd, Inc.	(52) wks:	11,731.20	(52) wks:	22,729.20	TL (52) wks: #34,460.40
Afd. O.K. a/a attached	Unit Cost:	$ 2.82/ea.	Unit Cost:	$ 2.82/ea.	#293.28/wkly.
Check [illegible] #1,725.00	Total Cost:	$ 146.64/wk.	Total Cost:	$ [illegible]/wk	Loss Charge: Shirts #3.[illegible]/ea. Pants #6.[illegible]
	Addn/Delt:	$ .75 per uniform	Addn/Delt:	$ .75 per uniform	

FORM [illegible] 3-48

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES
Number One Main St., Ft. Wayne, Ind. 46802

Page 1 of 8

Ref. No. 512

Date January 19, 1979

Date wanted

Fund Appropriation No.

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.*

*Mail all replies and correspondence, etc. to Att. of J. R. Snyder 423-7037 DEPARTMENT OF PURCHASES

Address Room 470, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

Department or Division City Utilities General Superintendent
4th Floor City County Bldg.

Address One Main Street, Fort Wayne, Indiana 46802

RETURN ORIGINAL TO THE CITY — RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Time of Bids Tuesday, February 6, 1979 at 10:30 A.M.

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 34608. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
		Rental of Uniform requirements for April 1, 1979 thru March 31, 1980 as per specifications enclosed.		
235	2.82	per employee, per week @	$2.82 ea	$662.70
				$34,460.40 yearly 52 wee[illegible]
		Affirmative Action On File: _____ Attached: X		

Bid Bond required NO ☐ YES ☒ 5% of BID Performance Bond NO ☒ YES ☐

See instruction item No. 15 on reverse side hereof.

Terms 0 % cash discount if paid within 0 days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within 14 days from receipt of order

IMPORTANT ☞ As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here:

Mechanics Laundry & Supply Inc.
Name of Company

For [signature] Title General Manager

Address 3201 S. Clinton

City Ft. Wayne Date 2/2/79

Uniform Rental Bid Specifications

General Conditions

All uniforms shall be furnished with the City of Fort Wayne emblem (with "City Utilities" inscribed below the emblem on all uniforms excepting Street Department), department name, and employee name. Special emblems depicting "Willing Water" are requested on Filtration Plant, Water Maintenance & Service, and Meter Reading garments (samples available). Should individual garments need replacement due to unusual circumstances, such replacements shall be made as necessary to maintain satisfactory condition of these garments. Each employee shall have an opportunity to make the choice as to whether he receives long or short sleeve shirts. Samples of garments bid shall be submitted with the bid for examination by Fort Wayne City Utilities.

Any employees added prior to June 1, 1979 are to be given new garments. New employees added after June 1, 1979 may be issued good laundered garments of the same type if available, otherwise they shall receive new garments.

Two bids shall be submitted. Base bid "A" is for garments for the Water Pollution Control Maintenance Department, the Water Maintenance and Service Department, and the Meter Reading Department. Base bid "B" is for departments in addition to those listed in base bid "A". The departments included in base bid "B" are the Filtration Plant, the Water Pollution Control Plant and the Sludge Lagoons, and the Street Department.

Measurement

Measurements for garments will take place in the building in which the employee works not later than one week after contract award. Any employee added to the staff should be measured in the employee's work center upon receipt of authorization from the department supervisor. Delivery should be made within seven (7) to ten (10) days from that time.

Delivery

Each week, without fail, all garments are to be delivered to the buildings in which they are used, three (3) locations in base bid "A" and three (3) locations in base bid "B". Soiled garments will be placed in a designated area at each building to expedite delivery and pickup time. Addresses of the buildings are as follows:

Base Bid "A": Water Pollution Control Maintenance, 445 E. Wallace Street
Water Maintenance & Service, 517 E. Wallace Street
Meter Reading, Room 410, City-County Bldg., One Main Street

Base Bid "B": Filtration Plant, Griswold Avenue
Water Pollution Control Plant, 2601 Dwenger Avenue
Sludge Lagoons, 5460 Lake Avenue
Street Dept., 1701 Lafayette Street

Billing

Bills should be submitted monthly to the respective departments, accompanied by an approved claim form for services rendered.

Rental credit for vacations shall be given on the basis of the yearly vacation schedule. Rental credit for sick leave must also be given.

Insurance

The successful bidder must secure from his insurer a Certificate of Public Liability Insurance, Property Damage Insurance, and compliance with the Indiana Workman's Compensation Act.

Garment Description

Pants: Dark Blue
65% Polyester - 35% combed cotton
Vat-dyed and mercerized
Heavy duty zipper
Polyester core thread used throughout for added strength
Bartacks at each end of pocket opening for added strength
Polyester blend pocketing and waistband
7.55 Oz. per sq. yd. special twill weave cloth

Shirts: Dark blue (long or short sleeve)
65% Polyester - 35% combed cotton
Vat-dyed and mercerized
Two large button-thru pockets
Lined collar and cuffs
4 Oz. per sq. yd. special poplin weave cloth
Fort Wayne City Utilities emblem, department name, employee name and "Willing Water" emblem

Each person shall receive three (3) changes per week.

Optional Renewal:

By mutual agreement between City Utilities and the Contractor, the Contract period may be extended for an additional period not to exceed one (1) year. However, the agreement to extend must be completed in writing not less than fifteen (15) days prior to expiration date. The contract may be extended only at the same price and under the same conditions governing the original Contract.

Base Bid "A"

Fort Wayne City Utilities

Uniform Rental

Department	Number of Personnel Requiring Uniforms	Unit Cost	Total Cost
Water Pollution Control Maintenance	32	$ 2.82	$ 90.24
Water Maintenance & Service	32	$ 2.82	$ 90.24
Meter Reading	16	$ 2.82	$ 45.12
Total	80		$ 225.60

Incremental Cost to Cover Changes in Work Force

Unit cost for addition or deletion of uniform $ .0

Loss Charges

Shirts.....$7.85 ea.

Pants.....$6.25 ea.

Base Bid "B"

Fort Wayne City Utilities

Uniform Rental

Department	Number of Personnel Requiring Uniforms	Unit Cost	Total Cost
Filtration Plant	46	$ 2.82	$ 129.72
Water Pollution Control Plant	29	$ 2.82	$ 81.78
Sludge Lagoons	5	$ 2.82	$ 14.10
Street Department	75	$ 2.82	$ 211.50
Total	155		$ 437.10

Incremental Cost to Cover Changes in Work Force

Unit Cost for addition or deletion of uniform $ 0

Loss Charges

Shirts.....$7.85 ea.

Pants.....$6.25 ea.

FORM NP23 3-58

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES
Number One Main St., Ft. Wayne, Ind. 46802

Ref. No. 512

Date January 19, 1979

Date wanted

Fund Appropriation No.

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.*

*Mail all replies and correspondence, etc. to Att. of J. R. Snyder 423-7037 DEPARTMENT OF PURCHASES

Address Room 470, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

Department or Division City Utilities General Superintendent
4th Floor City County Bldg.

Address One Main Street, Fort Wayne, Indiana 46802

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Time of Bids Tuesday, February 6, 1979 at 10:30 A.M.

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 34404. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
		Rental of Uniform requirements for April 1, 1979 thru March 31, 1980 as per specifications enclosed.		
		Affirmative Action On File: _____ Attached: X		

Bid Bond required NO ☐ YES ☒ 5% of BID Performance Bond NO ☒ YES ☐

See instruction item No. 18 on reverse side hereof.

Terms _____ % cash discount if paid within _____ days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within ___ days from receipt of order

IMPORTANT ☞ As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here:

Chas Todd Inc.
Name of Company

For [signature] Title Gen. Mgr.

Address 815 Touby Pike

City Toronto Date Ind.

Uniform Rental Bid Specifications

General Conditions

All uniforms shall be furnished with the City of Fort Wayne emblem (with "City Utilities" inscribed below the emblem on all uniforms excepting Street Department), department name, and employee name. Special emblems depicting "Willing Water" are requested on Filtration Plant, Water Maintenance & Service, and Meter Reading garments (samples available). Should individual garments need replacement due to unusual circumstances, such replacements shall be made as necessary to maintain satisfactory condition of these garments. Each employee shall have an opportunity to make the choice as to whether he receives long or short sleeve shirts. Samples of garments bid shall be submitted with the bid for examination by Fort Wayne City Utilities.

Any employees added prior to June 1, 1979 are to be given new garments. New employees added after June 1, 1979 may be issued good laundered garments of the same type if available, otherwise they shall receive new garments.

Two bids shall be submitted. Base bid "A" is for garments for the Water Pollution Control Maintenance Department, the Water Maintenance and Service Department, and the Meter Reading Department. Base bid "B" is for departments in addition to those listed in base bid "A". The departments included in base bid "B" are the Filtration Plant, the Water Pollution Control Plant and the Sludge Lagoons, and the Street Department.

Measurement

Measurements for garments will take place in the building in which the employee works not later than one week after contract award. Any employee added to the staff should be measured in the employee's work center upon receipt of authorization from the department supervisor. Delivery should be made within seven (7) to ten (10) days from that time.

Delivery

Each week, without fail, all garments are to be delivered to the buildings in which they are used, three (3) locations in base bid "A" and three (3) locations in base bid "B". Soiled garments will be placed in a designated area at each building to expedite delivery and pickup time. Addresses of the buildings are as follows:

Base Bid "A": Water Pollution Control Maintenance, 445 E. Wallace Street
Water Maintenance & Service, 517 E. Wallace Street
Meter Reading, Room 410, City-County Bldg., One Main Street

Base Bid "B": Filtration Plant, Griswold Avenue
Water Pollution Control Plant, 2601 Dwenger Avenue
Sludge Lagoons, 5460 Lake Avenue
Street Dept., 1701 Lafayette Street

Billing

Bills should be submitted monthly to the respective departments, accompanied by an approved claim form for services rendered.

Rental credit for vacations shall be given on the basis of the yearly vacation schedule. Rental credit for sick leave must also be given.

Insurance

The successful bidder must secure from his insurer a Certificate of Public Liability Insurance, Property Damage Insurance, and compliance with the Indiana Workman's Compensation Act.

Garment Description

Pants: Dark Blue
65% Polyester - 35% combed cotton
Vat-dyed and mercerized
Heavy duty zipper
Polyester core thread used throughout for added strength
Bartacks at each end of pocket opening for added strength
Polyester blend pocketing and waistband
7.55 Oz. per sq. yd. special twill weave cloth

Shirts: Dark blue (long or short sleeve)
65% Polyester - 35% combed cotton
Vat-dyed and mercerized
Two large button-thru pockets
Lined collar and cuffs
4 Oz. per sq. yd. special poplin weave cloth
Fort Wayne City Utilities emblem, department name, employee name and "Willing Water" emblem

Each person shall receive three (3) changes per week.

Optional Renewal:

By mutual agreement between City Utilities and the Contractor, the Contract period may be extended for an additional period not to exceed one (1) year. However, the agreement to extend must be completed in writing not less than fifteen (15) days prior to expiration date. The contract may be extended only at the same price and under the same conditions governing the original Contract.

Base Bid "A"

Fort Wayne City Utilities

Uniform Rental

Department	Number of Personnel Requiring Uniforms	Unit Cost	Total Cost
Water Pollution Control Maintenance	32	$ 146.64	$ 4692.48
Water Maintenance & Service	32	$ 146.64	$ 4692.48
Meter Reading	16	$ 73.32	$ 2346.24
Total	80		$11731.20

Incremental Cost to Cover Changes in Work Force

Unit cost for addition or deletion of uniform	$ .75 per uniform after initial delivery

Above prices are based on 52 paid weeks per year with allowances built in for vacations and sickness, with option on 2nd year. These prices are figured at 94¢ per change with Todd furnishing required emblems on one (1) sleeve length year round (each employee having his individual choice of long sleeves or short sleeves). All shirts are 65/35 with snap fronts and do not have button thru pockets. If change over is required (employees receiving both long and short sleeves the prices per change would be 99¢.)

Loss Charge 6.00/pants 3.50/shirts
D.M.

Base Bid "B"

Fort Wayne City Utilities

Uniform Rental

Department		Number of Personnel Requiring Uniforms	Unit Cost	Total Cost
Filtration Plant		46	$ 146.64	$ 6745.44
Water Pollution Control Plant		29	$ 146.64	$ 4252.56
Sludge Lagoons		5	$ 146.64	$ 733.20
Street Department		75	$ 146.64	$10998.00
	Total	155		$22729.20

Incremental Cost to Cover Changes in Work Force

Unit Cost for addition or deletion of uniform $ .75 per uniform after initial delivery.

Above prices are based on 52 paid weeks per year with allowances built in for vacations and sickness, with option on 2nd year. These prices are figured at 94¢ per change with Todd furnishing required emblems on one (1) sleeve length year round (each employee having his individual choice of long sleeves or short sleeves). All shirts are 65/35 with snap fronts and do not have button thru pockets. If change over is required (employees receiving both long and short sleeves) the price per change would be 99¢.

FORM 2P23 5-68

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES
Number One Main St., Ft. Wayne, Ind. 46802

Ref. No. 512

Date January 19, 1979

Date wanted

Fund Appropriation No.

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.*

*Mail all replies and correspondence, etc. to Att. of J. R. Snyder 423-7037 DEPARTMENT OF PURCHASES

Address Room 470, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

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Closing Time of Bids Tuesday, February 6, 1979 at 10:30 A.M.

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 34602. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
		Rental of Uniform requirements for April 1, 1979 thru March 31, 1980 as per specifications enclosed.		
		For rental uniform requirements per bid, see pages 5 of 8 and 6 of 8 of said quotations.		
		Affirmative Action On File: _____ Attached: X		

Bid Bond required NO ☐ YES ☒ 5% of BID Performance Bond NO ☒ YES ☐

See instruction item No. 18 on reverse side hereof.

Terms _____ % cash discount if paid within _____ days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within _____ days from receipt of order.

IMPORTANT ☞ As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here:

Mid-West Towel and Linen Service, Inc.
Name of Company

For Gary Van Wey Title V.P.-Marketing

Address 601 E. Main St.

City Muncie Date

Uniform Rental Bid Specifications

General Conditions

All uniforms shall be furnished with the City of Fort Wayne emblem (with "City Utilities" inscribed below the emblem on all uniforms excepting Street Department), department name, and employee name. Special emblems depicting "Willing Water" are requested on Filtration Plant, Water Maintenance & Service, and Meter Reading garments (samples available). Should individual garments need replacement due to unusual circumstances, such replacements shall be made as necessary to maintain satisfactory condition of these garments. Each employee shall have an opportunity to make the choice as to whether he receives long or short sleeve shirts. Samples of garments bid shall be submitted with the bid for examination by Fort Wayne City Utilities.

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Street Dept., 1701 Lafayette Street

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The successful bidder must secure from his insurer a Certificate of Public Liability Insurance, Property Damage Insurance, and compliance with the Indiana Workman's Compensation Act.

Garment Description

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Vat-dyed and mercerized
Heavy duty zipper
Polyester core thread used throughout for added strength
Bartacks at each end of pocket opening for added strength
Polyester blend pocketing and waistband
7.55 Oz. per sq. yd. special twill weave cloth

Shirts: Dark blue (long or short sleeve)
65% Polyester - 35% combed cotton
Vat-dyed and mercerized
Two large button-thru pockets
Lined collar and cuffs
4 Oz. per sq. yd. special poplin weave cloth
Fort Wayne City Utilities emblem, department name, employee name and "Willing Water" emblem

Each person shall receive three (3) changes per week.

Optional Renewal:

By mutual agreement between City Utilities and the Contractor, the Contract period may be extended for an additional period not to exceed one (1) year. However, the agreement to extend must be completed in writing not less than fifteen (15) days prior to expiration date. The contract may be extended only at the same price and under the same conditions governing the original Contract.

Base Bid "A"

Fort Wayne City Utilities

Uniform Rental

Department	Number of Personnel Requiring Uniforms	Unit Cost	Total Cost
Water Pollution Control Maintenance	32	$ 3.75	$ 120.00
Water Maintenance & Service	32	$ 3.75	$ 120.00
Meter Reading	16	$ 3.75	$ 60.00
Total	80		$ 300.00

Incremental Cost to Cover Changes in Work Force

Unit cost for addition or deletion of uniform $ 1.25 per uniform set

Per Stop Charge per location delivery - $1.00

New employees thirty (30) days after installation will carry a "First Week Charge" of two (2) times the weekly unit cost, plus the incremental cost to cover the swing garment.

EXAMPLE:		
	Weekly Unit Cost	$3.75
	First Week Charge	$3.75
	Swing Garment Charge	$1.25
		$8.75

All locations that have nine (9) or more employees and have the space requirement will be furnished a locker system for distribution of clean and soiled garments. The only charge for this valuable service system is that if an employee looses his locker compartment key, there is a minimal charge of $1.00 for key replacement.

Base Bid "B"

Fort Wayne City Utilities

Uniform Rental

Department	Number of Personnel Requiring Uniforms	Unit Cost	Total Cost
Filtration Plant	46	$ 3.75	$ 172.50
Water Pollution Control Plant	29	$ 3.75	$ 108.75
Sludge Lagoons	5	$ 3.75	$ 18.75
Street Department	75	$ 3.75	$ 281.25
Total	155		$ 581.25

Incremental Cost to Cover Changes in Work Force

Unit Cost for addition or deletion of uniform $ 1.25 per uniform set

Per Stop Charge per location delicery - $1.00

New employees thirty (30) days after installation will carry a "First Week Charge" of two (2) times the weekly unit cost, plus the incremental cost to cover the swing garment.

EXAMPLE:		
	Weekly Unit Cost	$3.75
	First Week Charge	$3.75
	Swing Garment Charge	$1.25
		$8.75

All locations that have nine (9) or more employees and have the space requirement will be furnished a locker system for distribution of clean and soiled garments. The only charge for this valuable service system is that if an employee looses his locker compartment key, there is a minimal charge of $1.00 for key replacement.

FORM 0823 5-68

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES
Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Page 1 of 8

Ref. No. 512

Date January 19, 1979

Data wanted _____

Fund Appropriation No. _____

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, handling, etc. Address your reply as indicated below.*

*Mail all replies and correspondence, etc. to Attn. of J. R. Snyder 423-7037 DEPARTMENT OF PURCHASES

Address Room 470, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

Department or Division City Utilities General Superintendent

4th Floor City County Bldg.

Address One Main Street, Fort Wayne, Indiana 46802

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Time of Bids Tuesday, February 6, 1979 at 10:30 A.M.

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 84564. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
		Rental of Uniform requirements for April 1, 1979 thru March 31, 1980 as per specifications enclosed.		
		Affirmative Action On File: _____ Attached: X		

Bid Bond required NO ☐ YES ☐ 5% of BID See instruction item No. 18 on reverse side hereof. Performance Bond NO ☒ YES ☐

Terms X % cash discount if paid within X days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the prices set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within 30 days from receipt of order

IMPORTANT ☞ As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here: Robert B. Rhoads Sales Mgr.

Means Services - Fort Wayne
Name of Company

For Robert B. Rhoads Title Sales Mgr.

Address 2727 Freeman St.

City Fort Wayne, Ind. 46809 Date 2-5-79

Base Bid "A"

Fort Wayne City Utilities

Uniform Rental

Department	Number of Personnel Requiring Uniforms	Unit Cost	Total Cost
Water Pollution Control Maintenance	32	$ *6.60	$ 211.20 Weekly
Water Maintenance & Service	32	$ *6.60	$ 211.20 Weekly
Meter Reading	16	$ *6.60	$ 105.60 Weekly
Total	80		$ 528.00 Weekly

Incremental Cost to Cover Changes in Work Force

Unit cost for addition or deletion of uniform $ -

Total cost Fifty (50) Weeks - $26,400.00

* Indicates cost per employee per week

Base Bid "B"

Fort Wayne City Utilities

Uniform Rental

Department	Number of Personnel Requiring Uniforms	Unit Cost	Total Cost
Filtration Plant	46	$6.60*	$303.60 Wkly
Water Pollution Control Plant	29	$6.60*	$191.40 Wkly
Sludge Lagoons	5	$6.60*	$ 33.00 Wkly
Street Department	75	$6.60*	$495.00 Wkly
Total	155		$1,023.00 Wkly

Incremental Cost to Cover Changes in Work Force

Unit Cost for addition or deletion of uniform $ -

Total Cost Fifty (50) Weeks - $51,150.00

* Indicates cost per employee per week

67-46-9 2/15/79

CITY OF FORT WAYNE
CITY UTILITIES

DEPARTMENT OF PURCHASES
CITY – COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

ORIGINAL
PURCHASE ORDER NO. B- 0881

This number must appear on each package, packing slip, invoice, bill of lading, express receipt and correspondence.

DATE February 9, 1979

Mechanics Laundry & Supply Inc.
3201 South Clinton Street
Fort Wayne, Indiana 46806

Vendor No. 7600-01

SHIP TO —

General Superintendent, City Utilities
4th Floor City County Bldg.
One Main Street
Fort Wayne, Indiana 46802

Dept. No. 43

MAIL ALL INVOICES TO —
CITY UTILITIES
GENERAL ACCOUNTING
4th FLOOR CITY – COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802
INVOICE IN DUPLICATE, INCLUDING CERTIFICATION AS REQUIRED BY INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACC'T. OR W.O. NO.	UNIT PRICE	TOTAL
		BLANKET PURCHASE ORDER FOR RENTAL OF UNIFORMS REQUIREMENTS FOR APRIL 1, 1979 thru MARCH 31, 1980			
		(Base Bid A & B) for City Utilities and Street Department.			
		APPROVED Board of Public Works			
		Note: Base Bid A to start as soon as award of Bid		2.82/per Employee per wk.	$34,460.40
		Base Bid B to be held until further notice			
		Per Bid Reference #512			
		SUBJECT TO COUNCILMANIC APPROVAL			
		RW/pl #145			

ATTENTION!
Send all Invoices to General Accounting
4th Floor, City-County Bldg.
One Main St.
Fort Wayne, Indiana 46802
Show P. O. Number on Packing Slip and Invoice.

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE, OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN

BY _____
CITY UTILITIES PURCHASING AGENT

SUBJECT TO CONDITIONS ON REVERSE SIDE

FORM U-39

FORM U-46

Mechanicsburg Laundry & Supply, Inc.
3201 S. Clinton St.
46806

City Utilities

PURCHASE REQUISITION

Date 1-18-79

Please order the following Material for Delivery as Specified:

To be delivered to Rental Sup't. -43

Req. No. 145

On or before

P. O. No B-0881

QUANTITY	DESCRIPTION	DIST. NO.	DEPARTMENT ESTIMATED COST
	Blanket Order for:		
	Rental of Uniforms for City Utilities Departments as listed and Street Dept.		
	Requirements for April 1, 1979 thru March 31, 1980		
	(Base Bid B) for C-U &		
	Street Dept.		
	Water Base Bid A to start as soon as award of Bid. Base Bid B to be held until further notice.	$2.82/per Employee per wk. $34,460.40	
	Per Bid Ref #517		
REMARKS:	Subj. to Commissionaire Approvals.		

7000-01

I hereby certify that the work or supplies above specified are necessary for stock or use in this department.

Department General Supt. Rev

Dept. Head

Charge Light Water Sewage

Base Bid A to start
as soon as award of
bid. Base Bid B to
be held until further
notice.

RECEIVED
PURCHASING DEPT.
JAN 14 1978
AM 9 10 11 12 1 2 3 4 5 6 PM

RECORDS OF BIDS ISSUED TO BIDDERS

BID NO. 512

ITEM: Rental of Uniforms

DEPARTMENT: General Superintendent

OPEN DATE: 2/6/79 TIME: 10:30 AM

VENDOR NAME & ADDRESS	DATE - NAME BID PICKED UP	CARDS MAILED	BID MAILED	RETURNE
Amer. Crown Linen & Coverall Supply 302 E. Wallace Street	1-25-79 Larry Fox	1-23-79		
Chas Todd Inc. 815 Tohy Pike Kokomo, Indiana	RON WHITE		1-23-79	2/6/79
Cover-All Rental Serv. 3201 Brooklyn Ave Ft. Wayne, Ind. 46809	1-25-79 Dick Hartnup	1-23-79		
Hitzman-Betty Brite Cleaners 1215 W. State Blvd. Ft. Wayne, Indiana 46805		1-23-79		
Means Service Center 2727 Freeman Street Ft. Wayne, Indiana 46804	1/29/79 Jim Waslawski	1-23-79		2/6/79
Mid-West Towel 358 E. 4th Street Ft. Wayne, Indiana 46805	Jim Jones 1/26/79	1-23-79		2/6/79
Mechanics Laundry 3201 S. Clinton Street Ft. Wayne, Indiana 46806	1-25-79 Guy Foltz	1-23-79		2/6/79
Top Hat Clnrs. 2020 S. Anthony Blvd. Ft. Wayne, Indiana 46803		1-23-79		
Troy Towel Supply 2046 S. Lafayette St. Ft. Wayne, Indiana 46803		1-23-79		
Van Dyne Crotty, Inc. 418 E. Berry Street Ft. Wayne, Indiana 46802	Robin Eisele 1-30-79	1-23-79		2/5/79

Memorandum

To Purchasing Department Date 2/9/79

From Edmund A. Stanczak, Jr., General Superintendent, City Utilities

Subject UNIFORMS FOR CITY UTILITIES AND STREET DEPARTMENT PERSONNEL

COPIES TO:

Board of Works

Considering the credits given for vacations, we recommend Mechanics Laundry & Supply, Inc. be accepted as the lowest and best bidder. Please prepare the necessary documentation for Board of Public Works and City Council approval of Base Bid B in the amount of $2.82/person/week with a total of $34,460.40. Councilmanic Approval should be based upon the award of Base Bid A now in the amount of $2.82/person/week with a total of $11,731.20 and the award of the remaining portion of Base Bid B upon ratification of the appropriate union agreements for those departments listed on the Base Bid B bid sheet. It should also be noted that the actual annual cost will be less than the total of $34,460.40 due to the vacation credits. The award is for a period of one year with a renewal option for one additional year at the unit cost of $2.82/person/week.

Attached please find our methodology for determining the annual cost for each bidder.

If Base Bid B is exercised, an agreement will have to be reached between City Utilities and the Street Department for payment of Street Department uniforms.

RECEIVED
PURCHASING DEPT.
FEB 5 1979
PM 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6
A

City Clerk Memorandum

CHARLES W. WESTERMAN, Clerk

To Mayor Robert E. Armstrong Date 3-7-79

From Charles W. Westerman - City Clerk

Subject Appearance before Common Council 3-13-79

COPIES TO:

BILL NO. S-79-02-39

AN ORDINANCE approving a blanket purchase order - City Utilities Purchase Order No. B-0881 for uniform rental for the Street Department and City Utilities Personnel

Pursuant to the request of the Standing Committee Chairman of City Utilities of the Common Council, the presence of Edward Stanczak, General Superintendent of City Utilities, is respectfully requested on March 13, 1979, 7:00 P.M., Common Council Conference Room 128.

More information is requested regarding uniform rental for the Street Department and City Utilities Personnel.

Your cooperation will be greatly appreciated.

3/7/79
DK

Calculation of Anticipated Annual Costs

Assumptions - Vacations are evenly distributed among personnel receiving uniforms and those not receiving uniforms.

WPC Maintenance:

93 wks. - 12 = 81 wks.
52 wks. x 32 = 1664 wks.
1664 - 81 = 1583 wks. of uniforms anticipated

Water Maintenance and Service:

206 wks. x 32/72 = 92 wks.
52 wks. x 32 - 1664 wks.
1664 - 92 = 1572 wks. of uniforms anticipated

Meter Reading:

64 wks. - 11 = 53 wks.
52 wks. x 16 = 832 wks.
832 - 53 = 779 wks. of uniforms anticipated

Filtration Plant:

180 wks. x 46/56 = 148 wks.
52 wks. x 46 = 2392 wks.
2392 - 148 = 2244 wks. of uniforms anticipated

WPC Plant & Sludge Lagoons:

132 wks. x 34/48 = 94 wks.
52 wks. x 34 = 1768 wks.
1768-94 = 1674 wks. of uniforms anticipated

Total weeks of uniforms anticipated, Utility only

Bid A = 3934 wks.
Bid B = 7852 wks.

Sample calculations:

Bid A = 3934 x 2.82 = $11,093.88

Bid B = 7852 x 2.82 = $22,142.64

ANNUAL COSTS WITH VACATION CREDITS

BIDDER	BID A	BID B	INCREMENT
Mechanics	$11,093.88	$22,142.64	-0-
Chas. Todd	$11,731.20	$23,462.40	$5.25
Midwest	$14,752.50	$29,445.00	$1.25
Means	$25,964.40	$51,823.20	-0-

4402 BLANKET PURCHASE ORDER

TITLE OF ORDINANCE CITY UTILITIES PURCHASE ORDER NO. B-0881 - MECHANICS LAUNDRY & SUPPLY, INC.

DEPARTMENT REQUESTING ORDINANCE BOARD OF PUBLIC WORKS A-79-02-39

SYNOPSIS OF ORDINANCE BLANKET CITY UTILITIES PURCHASE ORDER NO. B-0881, MECHANICS LAUNDRY & SUPPLY, INC. FOR UNIFORM RENTAL FROM APRIL 1, 1979 TO MARCH 31, 1980, FOR THE STREET DEPARTMENT AND CITY UTILITIES PERSONNEL, AS REQUESTED BY THE GENERAL SUPERINTENDENT OF CITY UTILITIES.

(MEMORANDUM AND PURCHASE ORDER ATTACHED)

EFFECT OF PASSAGE UNIFORMS FOR BOTH CITY UTILITIES & STREET DEPARTMENT PERSONNEL

EFFECT OF NON-PASSAGE NO UNIFORMS

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) APPROXIMATELY $34,460.40 (ESTIMATE SINCE THIS IS BLANKET PURCHASE ORDER) AMOUNT TO BE PAID BY CITY UTILITIES PENDING AGREEMENT WITH STREET DEPARTMENT FOR PAYMENT OF THEIR SHARE OF UNIFORM USAGE.

ASSIGNED TO COMMITTEE City Utilities

EP